

Program Approval Process

1. USOE sets up dates for Program Approval visits based on a 6-year rotation. *(USOE coordinator will work with CTE director to establish specific dates during the school year the district is up for review.)*
2. USOE Coordinator meets with CTE Director to discuss details and provides documents for program visits.
3. Specialists set program visit times with teachers.
 - In some cases specialists will travel together and visit the schools at the same time
4. Specialists will write up formal program evaluations and submit them to the CTE Coordinator. *(Within 30- days of designated program visit dates)*
5. USOE Coordinator will submit program approval reports to district CTE Director. *(Approximately 30-days from the designated program visit dates)*
6. CTE Director submits District Improvement Plan in response to the program approval reports. *(Within 30-days from receiving program approval reports from USOE Coordinator)*
 - Items that received a “1” or “2” need to be addressed in the response
7. Specialists follow up with teachers to see if “1” or “2” items have or are being addressed. *(Approximately 1-year from site visit)*
 - Specialists document responses from teachers in the annual program approval report.
 - Specialists report to USOE Coordinator if “1” or “2” items have not been addressed.
8. USOE Coordinator follows up with district CTE Director for items that still need to be addressed.
 - If critical program needs are not resolved the district can be placed on a corrective action plan.
 - If critical program needs are resolved and program approval reports are closed until the next onsite visit.